

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Mileage Reimbursement Rate for Use of Personal Vehicle	REFERENCE NUMBER: 2006-045
DATE ISSUED: 11/29/06	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
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Effective January 1, 2007, all State employees, except those represented by Bargaining Unit 6, may claim mileage reimbursement at the rate of 48.5 cents per mile (CPM) when using their personal vehicle for authorized State business, and all current State employees, except those represented by Bargaining Unit 6, who incur mileage expenses associated with a State-approved relocation, will also be reimbursed at the new rate. New-hire employees, except those represented by Bargaining Unit 6, who incur mileage expenses associated with a State approved relocation, will now be reimbursed at 20 CPM.

These rate increases reflect a change in the Internal Revenue Services' (IRS) published mileage reimbursement rates; future increases/decreases to the State reimbursement rates will be directly tied to any subsequent changes to the rates published by the IRS. The Department of Personnel Administration will notice departments via PML as federal rates are revised.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Greg Beatty

Greg Beatty
Acting Chief